

**MARRIAGE AND FAMILY THERAPIST INTERN  
REGISTRATION APPLICATION PACKET**

1800 37A-580 (REV. 3/02)

BOARD OF BEHAVIORAL SCIENCES  
400 R ST., SUITE 3150, SACRAMENTO, CA 95814-6240  
TELEPHONE:(916)445-4933 TDD:(916)322-1700  
WEBSITE ADDRESS: <http://www.bbs.ca.gov>

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Dear Applicant:

Thank you for your interest in becoming a Marriage and Family Therapist Intern. Included in this packet are:

1. Instructions for Completing the Application
2. Applicant Live Scan Information
3. Application for Registration as a Marriage and Family Therapist Intern
4. Program Certification form (for graduate degrees earned INSIDE California)
5. Program Certification form (for graduate degrees earned OUTSIDE California)

BOARD OF BEHAVIORAL SCIENCES

## INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR REGISTRATION AS A MARRIAGE AND FAMILY THERAPIST INTERN

Submit a completed application to:

Board of Behavioral Sciences  
400 R Street, Suite 3150  
Sacramento, CA 95814-6240

Please review this checklist to ensure that all required original documents are furnished to the Board. (Please retain a copy of all documents submitted to the Board.) *All items are mandatory.* Failure to provide any of the requested information may result in the application being rejected as incomplete.

- ☐ APPLICATION: Complete all sections, giving specific dates where requested. The application **must** be signed and all fees included.
- ☐ PHOTOGRAPH: Should measure approximately 2" X 2" and be taken within 60 days of the filing of this application. The photograph must be of passport quality of your head and shoulders only. The photograph is to be firmly affixed to the application, in the space provided.
- ☐ FEE: Submit a \$75.00 check or money order made payable to the Behavioral Sciences Fund. The fee is **NOT REFUNDABLE**.
- ☐ VERIFICATION OF EDUCATION:
  - a. Official transcript(s) verifying your master's or doctor's degree with degree title and date of conferral posted. **MUST BE IN A SEALED ENVELOPE.**
  - b. Program Certification form completed and signed by the Chief Academic Officer or authorized designee. **MUST BE IN A SEALED ENVELOPE.**
- ☐ VERIFICATION OF EDUCATION RECEIVED OUT-OF-COUNTRY: If you have an out-of-country degree, you **must** have your education evaluated to determine equivalency of a master's or doctor's degree in one of the named degrees in Section 4980.40(a) of the Business and Professions Code (B&P) in California prior to applying for registration. The evaluation service must be a member of the National Association of Credential Evaluation Services. The Board requires a detailed report from the evaluation service. Please submit this evaluation, **IN A SEALED ENVELOPE**, with your application for registration.
- ☐ DOCUMENTS OR LETTERS EXPLAINING PRIOR CONVICTION(S) OR DISCIPLINARY ACTION(S) AND ATTESTING TO YOUR REHABILITATION, IF APPLICABLE. Please refer to the REPORTING PRIOR CONVICTION(S) or REPORTING DISCIPLINE AGAINST LICENSE(S) sections of these instructions.

### I. INFORMATION

- 1. GENERAL:
  - a. All applicants are advised that any or all information furnished herein is subject to investigation; further, that this application and all papers and documents pertinent thereto are the property of the State of California and will not be returned; further, that **ANY FALSE, DISHONEST OR MISLEADING STATEMENTS IN THIS APPLICATION OR THE ATTACHMENTS ARE GROUNDS FOR DENIAL OR SUBSEQUENT REVOCATION OR SUSPENSION OF THE REGISTRATION OR LICENSE FOR WHICH APPLICATION IS BEING MADE.**
  - b. Please be advised that post degree hours of experience will only begin accruing from the issuance date of your intern registration unless you applied for registration within 90 days of the granting of the qualifying master's or doctor's degree (this is the date your degree was conferred as posted on your transcript).

2. ADDRESS and CHANGE OF ADDRESS:

The address you enter on any Board form is public information and will be placed on the Internet pursuant to Business and Professions Code section 27. If you do not want your home or work address available to the public, please provide an alternate mailing address. Title 16, California Code of Regulations Section 1804, states that all persons regulated by the Board shall maintain a current mailing address with the Board and shall notify the Board within 30 days concerning any change of address giving both the old and new addresses. **CHANGES OF ADDRESS MUST BE RECEIVED IN WRITING.**

3. LAWS AND REGULATIONS:

To obtain a copy of the *Laws and Regulations*, **please submit a written request and a self-addressed label to the Board** (type or print clearly your name and address on the label as it will be used to mail the publication to you), **or you may download the information from our internet website.**

4. DUPLICATION OF BOARD FORMS:

Applicants are granted permission to reproduce any form provided by the Board. **However, only those forms having original signatures will be accepted as part of any application.**

**PLEASE ALLOW 60 DAYS FOR YOUR APPLICATION TO BE EVALUATED.** If the application is incomplete, you will be advised as to the additional required information or educational requirements, which must be provided within one (1) year of notification. After one (1) year, the original application will be deemed abandoned and a new application and related documents with appropriate fee must be submitted. If acknowledgment of receipt is desired, you must send a self-addressed, stamped postcard that will be date-stamped and returned. ***Acknowledgment of receipt does not constitute approval.***

## II. REPORTING PRIOR CONVICTION(S):

California Code of Regulations, Title 16, Section 1813 states: "When considering the denial of a license or registration under Section 480 of the Code, the Board, in evaluating the rehabilitation of the applicant and his or her present eligibility for a license or registration shall consider the following criteria:

- (a) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.
- (b) Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the Code.
- (c) The time that has elapsed since commission of the act(s) or crime(s) referred to in Section 480 of the Code.
- (d) The extent to which the applicant has complied with any terms of probation, parole, restitution, or any other sanctions lawfully imposed against the applicant.
- (e) Evidence, if any, of rehabilitation submitted by the applicant."

Submit the following information with your application if you report that you have been convicted of a misdemeanor or felony (*including any convictions dismissed under Section 1203.4 of the Penal Code*):

- ☐ 1. A certified copy of the conviction and disposition of your case from the Court Clerk of the court in which convicted and any police reports.
- ☐ 2. A letter from you describing the underlying circumstances of the conviction. If convicted under a different name, please give that name.
- ☐ 3. A letter from you describing rehabilitation efforts or changes you have made to prevent future problems. It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness for licensure. The evidence of rehabilitation may include, but is not limited to:
  - a. Proof of completion of probation if it was required.
  - b. Letters of reference from employers, instructors, professional counselors, probation or parole officers on official letterhead.

- ☐ 4. You must disclose **all** convictions even if they have been previously reported to the Board. However, it is not necessary for you to re-submit documentation previously on file, you may simply provide a written statement indicating that you believe the information is already on file.

### III. REPORTING DISCIPLINE AGAINST LICENSE(S):

Submit the following information with your application if you report any disciplinary action you received against a professional license:

- ☐ 1. A certified copy of the determination made by the licensing entity. This document should include date and location of the incident, specific violation, date of disciplinary action, and sanctions or penalties imposed and completion dates.
- ☐ 2. A letter from you describing the underlying circumstances of the incident. If disciplinary action occurred under a different name, please give that name.
- ☐ 3. A letter from you describing rehabilitation efforts or changes you have made to prevent future problems. It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness for licensure. The evidence of rehabilitation may include, but is not limited to:
- a. Proof of completion of probation if it was required.
  - b. Letters of reference from employers, instructors, professional counselors, probation or parole officers on official letterhead.
- ☐ 4. You must disclose **all** disciplines against licenses even if they have been previously reported to the Board. However, it is not necessary for you to re-submit documentation previously on file, you may simply provide a written statement indicating that you believe the information is already on file.

**NOTE:** Failure to provide the above information with your application will result in a delay in determining your eligibility.

**BOARD OF BEHAVIORAL SCIENCES**

400 R STREET, SUITE 3150, SACRAMENTO, CA 95814

TELEPHONE: (916) 445-4933 TDD: (916) 322-1700

WEBSITE ADDRESS: <http://www.bbs.ca.gov>

## **APPLICANT LIVE SCAN**

The Board of Behavioral Sciences now utilizes Applicant Live Scan for its fingerprinting services. This service will enable the Board to process applications more efficiently by reducing response times from the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). As a result, your application packet does not contain a fingerprint card and you are to disregard the information contained in the instructions relating to fingerprint card submission. **Do not submit fingerprint fees to the Board.** Submit application and/or examination fees only.

### **PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:**

1. **Forms & Instructions:** A Request for Live Scan Service – *Applicant Submission* form [BCII 8016 (10-98)] and the instructions on how to complete the form will be mailed to you once your application for registration or licensure has been received.
2. **Live Scan Services:** A list of the locations and business hours for the sites that offer Live Scan services is available at <http://caag.state.ca.us/app/livescan.htm>, or you may contact your local Police Department, Sheriff Department, or school district. You are strongly encouraged to call the Live Scan service site to determine if an appointment for fingerprinting is required.
3. **Payment:** The live scan agency will collect the fingerprint processing fees directly from the applicant. The processing fee for DOJ is \$32.00, and for FBI \$24.00. Please check with the Live Scan service site to determine additional fees charged for “rolling” prints and/or administrative processing. **DO NOT** submit fingerprint processing fees to the Board. **ALL APPLICANTS MUST HAVE THEIR FINGERPRINTS PROCESSED THROUGH DOJ AND FBI.**
4. **Issuance of Registration or License:** Registrations and licenses will only be issued if there is a clearance of the fingerprint requirement. This means the fingerprint result provided by DOJ and/or FBI indicated no criminal conviction(s), or the criminal conviction(s) provided to the Board has been evaluated and cleared by appropriate Board staff.
5. **Fingerprint Processing Timeframe:** The response time for Live Scan processing through DOJ is approximately 3 days, and FBI is approximately 7-15 days, for those with “no record.” Expect delayed processing times for those with a “criminal history.”

If you have any questions, you may contact the Board at (916) 445-4933.

BOARD OF BEHAVIORAL SCIENCES

(4/02)

**APPLICATION FOR REGISTRATION AS A MARRIAGE  
AND FAMILY THERAPIST INTERN**

1800 37A-590 (REV. 11/02)

400 R ST., SUITE 3150, SACRAMENTO, CA 95814-6240

TELEPHONE:(916)445-4933 TDD:(916)322-1700

WEBSITE ADDRESS: <http://www.bbs.ca.gov>**\$75.00 FEE MUST ACCOMPANY THIS FORM***Make check payable to - Behavioral Sciences Fund***For Office Use Only:**

Cashiering No. \_\_\_\_\_

FP Card Rec'd. ☐ YES ☐ NOConviction ☐ YES ☐ NODisciplinary Action ☐ YES ☐ NO*(Please type or print clearly in ink)*

1. NAME: Last		First	Middle	<b>ATTACH A PHOTOGRAPH TAKEN WITHIN 60 DAYS OF THE FILING OF THIS APPLICATION</b>  (Head and Shoulders Only)
Maiden name and any other AKA				
2. ADDRESS OF RECORD:* Number and Street				
City	State	Zip Code		
3. BUSINESS TELEPHONE:	4. RESIDENCE TELEPHONE:			
5. BIRTH DATE: mo/day/yr	6. SOCIAL SECURITY NUMBER:**	7. SEX:		
8. EDUCATION: (Qualifying Degree)		9. NAME OF SCHOOL, COLLEGE OR UNIVERSITY:		

10. HAVE YOU EVER BEEN CONVICTED OF, PLED GUILTY TO, OR PLED NOLO CONTENDERE TO ANY MISDEMEANOR OR FELONY?

*(Convictions dismissed under Section 1203.4 of the Penal Code must be disclosed. You need not include offenses prior to your 18<sup>th</sup> birthday or any traffic violations for which a fine of \$500.00 or less was imposed.)*.....YES ☐ NO ☐

*If YES, attach your explanation and related documents as described in the REPORTING PRIOR CONVICTION(S) section of the instructions. You must disclose all convictions even if previously reported to the Board. However, it is not necessary for you to re-submit documentation previously on file, you may simply provide a written statement indicating that you believe the information is already on file.*

11. HAVE YOU EVER BEEN DENIED A PROFESSIONAL LICENSE, HAD A PROFESSIONAL LICENSE PRIVILEGE SUSPENDED, REVOKED, OR OTHERWISE DISCIPLINED, OR HAVE YOU EVER VOLUNTARILY SURRENDERED ANY SUCH LICENSE IN CALIFORNIA OR ANY OTHER STATE OR TERRITORY OF THE UNITED STATES, OR BY ANY OTHER GOVERNMENTAL AGENCY?.....YES ☐ NO ☐

*If YES, attach your explanation and related documents as described in the REPORTING DISCIPLINE AGAINST LICENSE(S) section of the instructions.*

***I declare under penalty of perjury under the laws of the State of California that I have read and understand the foregoing and that I meet with all the criteria stated therein and the information submitted on this form is true and correct. Providing false information or omitting required information is grounds for denial of licensure or license revocation in California.***

Date

Signature of Applicant

*\*The address you enter on this application is public information and will be placed on the Internet pursuant to Business and Professions Code section 27. If you do not want your home or work address available to the public, please provide an alternate mailing address.*

*\*\*Disclosure of your social security number (or federal employer identification number ("FEIN"), if you are a partnership) is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405 (c) (2) (c)) authorizes collection of your social security number. Your social security number or FEIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Section 11350.6 of the Welfare and Institutions Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number or FEIN, your application for initial or renewal license will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.*

### To be used when the graduate degree was obtained **INSIDE** California

Business and Professions Code Section 4980.38(a) requires each educational institution preparing applicants to qualify for licensure to notify each of its students by means of its public documents or otherwise in writing that its degree program is designed to meet the requirements of Sections 4980.37 and 4980.40, and to certify to the Board that it has so notified its students.

Business and Professions Code Section 4980.38(b) requires each applicant to submit to the Board a certification by the chief academic officer, or his or her designee, of the applicant's educational institution that the applicant has fulfilled the requirements enumerated in Sections 4980.37 and 4980.40, and subdivision (d) and (e) of Section 4980.41.

CHIEF ACADEMIC OFFICER or authorized designee: *Please see the reverse side of this form for the full text of Business and Professions Code Sections 4980.37, 4980.40(a) through (d), and 4980.41 prior to completing and signing this form. Provide the applicant with the original of this completed form **IN A SEALED ENVELOPE**. Instruct the applicant to enclose the sealed envelope with his or her application for registration.*

Applicant's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

**Yes**   **No**

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The student was notified by means of public documents or otherwise in writing that the degree program is designed to meet the requirements of Business and Professions Code Section 4980.37 and 4980.40.

☐☐

The degree program instruction contains no less than 48 semester or 72 quarter units.

☐☐

The degree program instruction includes no less than 12 semester or 18 quarter units of coursework in the areas of marriage, family, and child counseling and marital and family systems approaches to treatment, as defined in Business and Professions Code Section 4980.40(a)(1)-(4) inclusive.

☐☐

The degree program instruction contains no less than six semester or nine quarter units of supervised practicum as defined in Business and Professions Code Section 4980.40(b). If the degree program commenced on or after January 1, 1995, this practicum shall include a minimum of 150 hours of face-to-face experience counseling individuals, couples, families or groups.

☐☐

The applicant has completed a two semester or three quarter unit course in California law and professional ethics for marriage, family, and child counselors as required by Business and Professions Code Section 4980.41(a)(1)-(5) inclusive. (You must verify this even if the course was not completed within this applicant's degree program.)

☐☐

The applicant has completed specific instruction in alcoholism and other chemical substance dependency as required by Business and Professions Code Section 4980.41(d). If the degree program commenced on or after January 1, 1986, this instruction must be included in that degree program. (Title 16, California Code of Regulations Section 1810.)

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The applicant has completed coursework in spousal or partner abuse assessment detection, and intervention as specified in Business and Professions Code Section 4980.41(e). (Only required for those whose degree program commenced on or after January 1, 1995.)

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The educational institution possesses the applicable written agreements as required in Business and Professions Code Section 4980.42(b).

**I CERTIFY that the foregoing is true and correct.**

\_\_\_\_\_  
Chief Academic Officer or Authorized Designee

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Section 4980.37. Degree program: course of study and professional training**

4980.37. (a) In order to provide an integrated course of study and appropriate professional training, while allowing for innovation and individuality in the education of marriage, family, and child counselors, a degree program which meets the educational qualifications for licensure shall include all of the following:

- (1) Provide an integrated course of study that trains students generally in the diagnosis, assessment, prognosis, and treatment of mental disorders.
  - (2) Prepare students to be familiar with the broad range of matters that may arise within marriage and family relationships.
  - (3) Train students specifically in the application of marriage and family relationship counseling principles and methods.
  - (4) Encourage students to develop those personal qualities that are intimately related to the counseling situation such as integrity, sensitivity, flexibility, insight, compassion, and personal presence.
  - (5) Teach students a variety of effective psychotherapeutic techniques and modalities that may be utilized to improve, restore, or maintain healthy individual, couple, and family relationships.
  - (6) Permit an emphasis or specialization that may address any one or more of the unique and complex array of human problems, symptoms, and needs of Californians served by marriage, family, and child counselors.
  - (7) Prepare students to be familiar with cross-cultural mores and values, including a familiarity with the wide range of racial and ethnic backgrounds common among California's population, including, but not limited to, Blacks, Hispanics, Asians, and Native Americans.
- (b) Educational institutions are encouraged to design the practical required by subdivision (b) of Section 4980.40 to include marriage, family, and child counseling experience in low-income and multicultural mental health settings.

**Excerpt from Section 4980.40. Qualifications**

*To qualify for a license an applicant shall have all the following qualifications:*

(a) Applicants applying for licensure on or after January 1, 1988, shall possess a doctor's or master's degree in marriage, family, and child counseling, marital and family therapy, psychology, clinical psychology, counseling psychology, counseling with emphasis in marriage, family, and child counseling, or social work with an emphasis in clinical social work, obtained from a school, college, or university accredited by the Western Association of Schools and Colleges, the Northwest Association of Secondary and Higher Schools, or an essentially equivalent accrediting agency, as determined by the board, or approved by the Council for Private Postsecondary and Vocational Education, pursuant to subdivision (d) of Section 94310 of the Education Code. For purposes of this chapter, the term "approved by the Council for Private Postsecondary and Vocational Education" shall not include temporary, conditional, or any other type of interim approval. In order to qualify for licensure pursuant to this subdivision, any doctor's or master's degree program shall contain no less than 48 semester or 72 quarter units of instruction. The instruction shall include no less than 12 semester or 18 quarter units of coursework in the areas of marriage, family, and child counseling, and marital and family systems approaches to treatment.

The coursework shall include all of the following areas:

- (1) The salient theories of a variety of psychotherapeutic orientations directly related to marriage, family, and child counseling, and marital and family systems approaches to treatment.
- (2) Theories of marriage and family therapy and how they can be utilized in order to intervene therapeutically with couples, families, adults, children, and groups.
- (3) Developmental issues and life events from infancy to old age and their effect upon individuals, couples, and family relationships. This may include coursework that focuses on specific family life events and the psychological, psychotherapeutic, and health implications that arise within couples and families, including, but not limited to, childbirth, child rearing, childhood, adolescence, adulthood, marriage, divorce, blended families, stepparenting, and geropsychology.
- (4) A variety of approaches to the treatment of children.

The board may, by regulation, further define the content requirements of required courses specified in this subdivision.

- (b) (1) In addition to the 12 semester or 18 quarter units of coursework specified above, the doctor's or master's degree program shall contain not less than six semester or nine quarter units of supervised practicum in applied psychotherapeutic techniques, assessment, diagnosis prognosis, and treatment of premarital, couple, family, and child relationships, including dysfunctions, healthy functioning, health promotion, and illness prevention, in a supervised clinical placement that provides supervised fieldwork experience within the scope of practice of a marriage, family, and child counselor.

- (2) For applicants who enrolled in a degree program on or after January 1, 1995, the practicum shall include a minimum of 150 hours of face-to-face experience counseling individuals, couples, families, or groups.
- (3) (A) Supervised practicum hours, as specified in this subdivision, shall be evaluated, accepted, and credited as hours for trainee experience by the board.  
(B) The practicum hours shall be considered as part of the 48 semester or 72 quarter unit requirement.
- (c) As an alternative to meeting the qualifications specified in subdivision (a), the board shall accept as equivalent degrees, those master's or doctor's degrees granted by educational institutions whose degree program is approved by the Commission on Accreditation for Marriage and Family Therapy Education.
- (d) All applicants shall, in addition, complete the coursework or training specified in Section 4980.41.

**Section 4980.41. Eligibility to sit for licensing examinations: coursework or training**

*All applicants for licensure shall complete the following coursework or training in order to be eligible to sit for the licensing examinations:*

- (a) A two semester or three quarter unit course in California law and professional ethics for marriage, family, and child counselors, which shall include, but not be limited to, the following areas of study:
- (1) Contemporary professional ethics and statutory, regulatory, and decisional laws that delineate the profession's scope of practice.
  - (2) The therapeutic, clinical, and practical considerations involved in the legal and ethical practice of marriage, family, and child counseling, including family law.
  - (3) The current legal patterns and trends in the mental health profession.
  - (4) The psychotherapist/patient privilege, confidentiality, the patient dangerous to self or others, and the treatment of minors with and without parental consent.
  - (5) A recognition and exploration of the relationship between a practitioner's sense of self and human values and his or her professional behavior and ethics.

This course may be considered as part of the 48 semester or 72 quarter unit requirements contained in Section 4980.40.

- (b) A minimum of seven contact hours of training or coursework in child abuse assessment and reporting as specified in Section 28 or any regulations promulgated thereunder.
- (c) A minimum of 10 contact hours of training or coursework in human sexuality as specified in Section 25, and any regulations promulgated thereunder. When coursework in a master's or doctor's degree program is acquired to satisfy this requirement, it shall be considered as part of the 48 semester or 72 quarter unit requirement contained in Section 4980.40.
- (d) Except for persons who have started graduate study prior to January 1, 1986, a master's or doctor's degree qualifying for licensure shall include specific instruction in alcoholism and other chemical substance dependency as specified by regulation. When coursework in a master's or doctor's degree program is acquired to satisfy this requirement, it shall be considered as part of the 48 semester or 72 quarter unit requirement contained in Section 4980.40.
- (e) Except for persons who began graduate study prior to January 1, 1995, a master's or doctor's degree qualifying for licensure shall include coursework in spousal or partner abuse assessment detection, and intervention. Coursework required under this subdivision may be satisfactory if taken either in fulfillment of other educational requirements for licensure or in a separate course. The requirement for coursework in spousal or partner abuse detection and treatment shall be satisfied by, and the board shall accept in satisfaction for the requirement, a certification from the chief academic officer of the educational institution from which the applicant graduated that the required coursework is included within the institution's required curriculum for graduation.
- (f) Except for person who began graduate study prior to January 1, 2001, an applicant shall complete a minimum of a two semester or three quarter unit survey course in psychological testing. When coursework in a master's or doctor's degree program is acquired to satisfy this requirement, it may be considered as part of the 48 semester or 72 quarter unit requirement of Section 4980.40.
- (g) Except for person who began graduate study prior to January 1, 2001, an applicant shall complete a minimum of a two semester or three quarter unit survey course in psychopharmacology. When coursework in a master's or doctor's degree program is acquired to satisfy this requirement, it may be considered as part of the 48 semester or 72 quarter unit requirement of Section 4980.40.



**To be used when the graduate degree was obtained OUTSIDE of California**

Business and Professions Code Section 4980.90, governing out of state degrees, states that the Board may accept education as substantially equivalent if the degree granted is a single integrated program primarily designed to train marriage, family, and child counselors and if the applicant's education meets the requirements of Section 4980.37 and 4980.40.

**CHIEF ACADEMIC OFFICER or authorized designee:** *Please see the reverse side of this form for the full text of Business and Professions Code Sections 4980.37, 4980.40, and subdivisions (a), (d) and (e) of Section 4980.41 prior to completing and signing this form. Provide the applicant with the original of this completed form **IN A SEALED ENVELOPE**. Instruct the applicant to enclose the sealed envelope with his or her application.*

Applicant's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date Degree Awarded: \_\_\_\_\_

**YES NO**

☐☐

The degree program instruction contains no less than 48 semester or 72 quarter units.

If NO, \_\_\_\_\_ semester or \_\_\_\_\_ quarter units are needed.

☐☐

The degree program instruction includes no less than 12 semester or 18 quarter units of coursework in the areas of marriage, family, and child counseling and marital and family systems approaches to treatment. This coursework shall include all of the following areas: (1) The salient theories of a variety of psychotherapeutic orientations directly **related to marriage, family, and child counseling**. (2) **Theories** of marriage and family therapy and how they can be utilized in order to intervene therapeutically with **couples, families, adults, children, and groups**. (3) Developmental issues and life events from infancy to old age and their effect upon individuals, couples and family relationships. (4) A variety of approaches to the treatment of **children**.

Please specify course numbers: \_\_\_\_\_.

☐☐

The degree program instruction contains no less than six semester or nine quarter units of supervised practicum as defined in Business and Professions Code Section 4980.40(b).

☐☐

The practicum included a minimum of 150 hours of face-to-face experience counseling individuals, couples, families or groups.

If NO, please specify number of hours: \_\_\_\_\_.

☐☐

The applicant has completed coursework in spousal or partner abuse assessment detection, and intervention as specified in Business and Professions Code Section 4980.41(e).

Please specify course number: \_\_\_\_\_.

***You are requested to voluntarily respond to the following:***

**YES NO**

☐☐

The applicant has completed a minimum of 10 contact hours of training or coursework in human sexuality as specified in Business and Professions Code Section 4980.41(c). (Title 16, California Code of Regulations Section 1807.)

Please specify course number: \_\_\_\_\_.

☐☐

The applicant has completed specific instruction in alcoholism and other chemical substance dependency as required by Business and Professions Code Section 4980.41(d). (Title 16, California Code of Regulations Section 1810.)

Please specify course number: \_\_\_\_\_.

☐☐

The applicant has completed coursework in diagnosis, assessment, prognosis, and treatment of mental disorders (Psychopathology) as specified in Business and Professions Code Section 4980.37(a)(1).

Please specify course number: \_\_\_\_\_.

☐☐

The applicant has completed coursework in cross-cultural mores and values, including a wide range of racial and ethnic backgrounds as specified in Business and Professions Code Section 4980.37(b).

Please specify course number: \_\_\_\_\_.

**I CERTIFY that the foregoing is true and correct.**

\_\_\_\_\_  
Chief Academic Officer or Authorized Designee

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Section 4980.37. Degree program; course of study and professional training**

4980.37. (a) In order to provide an integrated course of study and appropriate professional training, while allowing for innovation and individuality in the education of marriage, family, and child counselors, a degree program which meets the educational qualifications for licensure shall include all of the following:

- (8) Provide an integrated course of study that trains students generally in the diagnosis, assessment, prognosis, and treatment of mental disorders.
- (9) Prepare students to be familiar with the broad range of matters that may arise within marriage and family relationships.
- (10) Train students specifically in the application of marriage and family relationship counseling principles and methods.
- (11) Encourage students to develop those personal qualities that are intimately related to the counseling situation such as integrity, sensitivity, flexibility, insight, compassion, and personal presence.
- (12) Teach students a variety of effective psychotherapeutic techniques and modalities that may be utilized to improve, restore, or maintain healthy individual, couple, and family relationships.
- (13) Permit an emphasis or specialization that may address any one or more of the unique and complex array of human problems, symptoms, and needs of Californians served by marriage, family, and child counselors.
- (14) Prepare students to be familiar with cross-cultural mores and values, including a familiarity with the wide range of racial and ethnic backgrounds common among California's population, including, but not limited to, Blacks, Hispanics, Asians, and Native Americans.
- (c) Educational institutions are encouraged to design the practical required by subdivision (b) of Section 4980.40 to include marriage, family, and child counseling experience in low-income and multicultural mental health settings.

**Excerpt from Section 4980.40. Qualifications**

*To qualify for a license an applicant shall have all the following qualifications:*

(a) Applicants applying for licensure on or after January 1, 1988, shall possess a doctor's or master's degree in marriage, family, and child counseling, marital and family therapy, psychology, clinical psychology, counseling psychology, counseling with emphasis in marriage, family, and child counseling, or social work with an emphasis in clinical social work, obtained from a school, college, or university accredited by the Western Association of Schools and Colleges, the Northwest Association of Secondary and Higher Schools, or an essentially equivalent accrediting agency, as determined by the board, or approved by the Council for Private Postsecondary and Vocational Education, pursuant to subdivision (d) of Section 94310 of the Education Code. For purposes of this chapter, the term "approved by the Council for Private Postsecondary and Vocational Education" shall not include temporary, conditional, or any other type of interim approval. In order to qualify for licensure pursuant to this subdivision, any doctor's or master's degree program shall contain no less than 48 semester or 72 quarter units of instruction. The instruction shall include no less than 12 semester or 18 quarter units of coursework in the areas of marriage, family, and child counseling, and marital and family systems approaches to treatment.

The coursework shall include all of the following areas:

- (5) The salient theories of a variety of psychotherapeutic orientations directly related to marriage, family, and child counseling, and marital and family systems approaches to treatment.
- (6) Theories of marriage and family therapy and how they can be utilized in order to intervene therapeutically with couples, families, adults, children, and groups.
- (7) Developmental issues and life events from infancy to old age and their effect upon individuals, couples, and family relationships. This may include coursework that focuses on specific family life events and the psychological, psychotherapeutic, and health implications that arise within couples and families, including, but not limited to, childbirth, child rearing, childhood, adolescence, adulthood, marriage, divorce, blended families, stepparenting, and geropsychology.
- (8) A variety of approaches to the treatment of children.

The board may, by regulation, further define the content requirements of required courses specified in this subdivision.

- (c) (1) In addition to the 12 semester or 18 quarter units of coursework specified above, the doctor's or master's degree program shall contain not less than six semester or nine quarter units of supervised practicum in applied psychotherapeutic techniques, assessment, diagnosis prognosis, and treatment of premarital, couple, family, and child relationships, including dysfunctions, healthy functioning, health promotion, and illness prevention, in a supervised clinical placement that provides supervised fieldwork experience within the scope of practice of a marriage, family, and child counselor.

- (4) For applicants who enrolled in a degree program on or after January 1, 1995, the practicum shall include a minimum of 150 hours of face-to-face experience counseling individuals, couples, families, or groups.
- (5) (A) Supervised practicum hours, as specified in this subdivision, shall be evaluated, accepted, and credited as hours for trainee experience by the board.  
(B) The practicum hours shall be considered as part of the 48 semester or 72 quarter unit requirement.
- (e) As an alternative to meeting the qualifications specified in subdivision (a), the board shall accept as equivalent degrees, those master's or doctor's degrees granted by educational institutions whose degree program is approved by the Commission on Accreditation for Marriage and Family Therapy Education.
- (f) All applicants shall, in addition, complete the coursework or training specified in Section 4980.41.

**Section 4980.41. Eligibility to sit for licensing examinations; coursework or training**

*All applicants for licensure shall complete the following coursework or training in order to be eligible to sit for the licensing examinations:*

- (b) A two semester or three quarter unit course in California law and professional ethics for marriage, family, and child counselors, which shall include, but not be limited to, the following areas of study:
- (6) Contemporary professional ethics and statutory, regulatory, and decisional laws that delineate the profession's scope of practice.
- (7) The therapeutic, clinical, and practical considerations involved in the legal and ethical practice of marriage, family, and child counseling, including family law.
- (8) The current legal patterns and trends in the mental health profession.
- (9) The psychotherapist/patient privilege, confidentiality, the patient dangerous to self or others, and the treatment of minors with and without parental consent.
- (10) A recognition and exploration of the relationship between a practitioner's sense of self and human values and his or her professional behavior and ethics.

This course may be considered as part of the 48 semester or 72 quarter unit requirements contained in Section 4980.40.

- (h) A minimum of seven contact hours of training or coursework in child abuse assessment and reporting as specified in Section 28 or any regulations promulgated thereunder.
- (i) A minimum of 10 contact hours of training or coursework in human sexuality as specified in Section 25, and any regulations promulgated thereunder. When coursework in a master's or doctor's degree program is acquired to satisfy this requirement, it shall be considered as part of the 48 semester or 72 quarter unit requirement contained in Section 4980.40.
- (j) Except for persons who have started graduate study prior to January 1, 1986, a master's or doctor's degree qualifying for licensure shall include specific instruction in alcoholism and other chemical substance dependency as specified by regulation. When coursework in a master's or doctor's degree program is acquired to satisfy this requirement, it shall be considered as part of the 48 semester or 72 quarter unit requirement contained in Section 4980.40.
- (k) Except for persons who began graduate study prior to January 1, 1995, a master's or doctor's degree qualifying for licensure shall include coursework in spousal or partner abuse assessment detection, and intervention. Coursework required under this subdivision may be satisfactory if taken either in fulfillment of other educational requirements for licensure or in a separate course. The requirement for coursework in spousal or partner abuse detection and treatment shall be satisfied by, and the board shall accept in satisfaction for the requirement, a certification from the chief academic officer of the educational institution from which the applicant graduated that the required coursework is included within the institution's required curriculum for graduation.
- (l) Except for person who began graduate study prior to January 1, 2001, an applicant shall complete a minimum of a two semester or three quarter unit survey course in psychological testing. When coursework in a master's or doctor's degree program is acquired to satisfy this requirement, it may be considered as part of the 48 semester or 72 quarter unit requirement of Section 4980.40.
- (m) Except for person who began graduate study prior to January 1, 2001, an applicant shall complete a minimum of a two semester or three quarter unit survey course in psychopharmacology. When coursework in a master's or doctor's degree program is acquired to satisfy this requirement, it may be considered as part of the 48 semester or 72 quarter unit requirement of Section 4980.40.